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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3430.1C

Effective Date: May
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Subject: NASA Employee Performance Communication System (EPCS) - Change 6 (10/29/10)

Responsible Office: Office of Human Capital Management

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Appendix B--Performance Elements and Standards for Nonsupervisory Employees

The Rating Official must identify the position-specific performance standard(s) for all elements, written at the Meets Expectations Level, described in terms of credible measures (i.e., quality, quantity, timeliness, cost-effectiveness) of expected results to be accomplished during the appraisal period. The performance standards must require the employee to consistently and reliably perform all the duties of the position, with no greater level of supervision than is described by the position description, and must be challenging and significant in their expected results.

Element 1: Program/Project/ Functional Objective (PPFO)

The Program/Project/Functional Objective (PPFO) element must address the primary work assignment or responsibility of the employee and is the critical element that holds the employee accountable for achieving measurable results. This element must align with the performance goals and objectives of the employee's organization for the appraisal period to which he/she will contribute in order to establish the required alignment to the Agency's Strategic Plan.

Element 2: Collaboration and Teamwork

This element is the commitment to work cooperatively as a member of a group or team demonstrated by the willingness to share one's knowledge, experience, and expertise and to seek and listen to the opinions and ideas of others to achieve the organization's goals and objectives. Collaboration also requires respect for individual and cultural

differences without discrimination or harassment of any kind.

Element 3: Communications

This element is the commitment to the open, honest, and effective exchange of information and ideas demonstrated both orally and in writing.

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